

Secretary of the State--Notary Public Unit
30 Trinity Street
Hartford CT 06 106
(860) 509-6137

Notary Public

Duplicate Copy of Certificate of Appointment Request Form

Instructions: Send this signed original request form to the above address along with a the required nonrefundable statutory fee of \$5.00. Please make check payable to "Secretary of the State." Do not send cash.

Do you need a copy of the Notary Public Manual, revised Oct. 1995? **CI Yes** ☐ **No**

Date: _____ Daytime telephone number: _____
(area code & number)

I _____
(name that appears on your current notary public certificate)

request a duplicate copy of my notary public certificate of appointment.

Notary account number: _____ Date your commission expires: _____

You must provide your address of record: _____

Is this a new address? ☐ No ☐ Yes If yes, then you need to complete a change of address form instead of this request.

Signature of notary